

CITY OF LOWELL
Job Description
Please Post ~ October 4, 2006
Deadline ~ October 10, 2006
Library Page
Pollard Memorial Library

Job Title: *Library Page*
Department: Library
Reports To: Coordinators, Director, Asst Director & as designated, other personnel
FLSA Status: Non-exempt
Wages: *\$5.15 per/hr.*

SUMMARY Sorts and shelves materials; maintains shelf order materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Sorts and shelves books, video and audio tapes, and other materials according to established classification codes and returns them to shelves, files, or other designated storage areas.

Maintains correct order of materials in designated areas.

Other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application the Human Relations Office, City Hall - Rm 19, Lowell, MA 01852 by 4:00 PM: Deadline ~ Tuesday, October 10, 2006
EOE/AA/504 Employer
libpage.jbx